

DOIS Minor Route Adjustments Tips

1. When locking a Minor adjustment in DOIS, the lock date will automatically default to the SECOND Friday. **If the desired lock date is the FIRST Friday, the user will need to adjust the lock date, just prior to saving.** If the lock date is adjusted to the first Friday, and any other changes are made, the lock date will again revert back to the second Friday. The user must ensure that the lock date is adjusted just prior to saving. The lock date should be verified again after saving to ensure it is set to the correct date.
2. The process of re-sequencing can begin as soon as a route adjustment is submitted for approval. However, the adjustment does not need to be approved until it is ready to be submitted to AMS. It is recommended to wait until re-sequencing is completed to approve the adjustment. If the adjustment scenario needs to be edited, the user will have to call the Help Desk to have the adjustment set back to a "Rejected" status. Next, the user will have to go back and click the Clear All button and start the scenario over again. Additionally, the file going to AMS will have errors. Therefore it is recommended **to hold off on approving the adjustment until all of the re-sequencing is completed**, you are absolutely sure it is correct, and the adjustment is ready to be submitted to AMS.
3. DOIS Route Adjustments can be submitted to AMS without error, without being approved. However, **AMS will not receive the adjustment until the route adjustment is in the Approved status.**
4. In DOIS Minor Route Adjustments, **the DOIS system requires a Full or DOI PS Form 3999 to exist on the mainframe for every route in the ZIP Code, regardless** of which routes have been defined in the adjustment.
5. In the adjustment scenario window, **if all of the territory is moved off a specific route and saved, the route may not be available again in the scenario window.** You may want to leave at least one sector segment on the route until you are certain that the adjustment is finalized. The alternative is to create a new scenario.
6. Any route adjustments previously defined in DOIS which were cancelled, must have the status set to "Cancelled" in DOIS, and communication must be sent to AMS to remove the existing AMS Effective Date". **If the old Effective Date is not removed in AMS, an error will occur when trying to define a subsequent adjustment.**
7. **When re-sequencing a route adjustment in DOIS, avoid moving too much territory over to the route side of the re-sequencing window.** You may receive an over run error if too much data is moved to the right. Most of the re-sequencing can be done on the left side; the right side is an extra work space for re-sequencing within a sector segment.
8. If you plan to have AMS re-sequence your adjusted routes, you will still have to **open each route flagged with a Y (Resequence), in the re-sequencing window and perform a Save.** This will remove the Y indicator and allow the adjustment to be submitted to AMS.
9. **Warning: If an adjustment scenario is placed into a 'Rejected' status at any point during the process, you must perform a 'Clear All', first in the Scenario window and then again in the Select Method for transfer window. Next, you will need to start the scenario over again, beginning with the Select Method for Transfer step.** If you fail to 'Clear All' and go on to edit and re-sequence a rejected scenario, the route adjustment file will become corrupted. Although it may appear normal as you are editing and re-sequencing, when AMS receives it, the scenario will contain many errors with the territory as well as the re-sequencing. To avoid rejecting a scenario, ensure that all the territory is moved to the correct routes initially. Check and re-check you work, prior to submitting for approval!